

NOTARIAL REGISTRATION FORM

The application process for becoming a Southwest State of Somalia Notary Public involves several steps. Carefully review the instructions throughout this document to ensure successful and timely completion. For assistance, email us at minister@moj.sw.so . Step by Step:

1. Collect Registration forms from Notaries section Ministry of Justice & Judiciary
2. Fill out the application **clearly** and **completely**.
 - Use none or N/A if not applicable.
 - Use zeros for Phone numbers or Business zip code if not applicable.
3. Pay the requisite fee of USD 500. Use Payment Advice provided by Finance Department.
4. Obtain a bank transaction receipt and submit it to the Finance department of the Ministry of Justice and Judiciary SWSS as proof of payment.
5. Submit the original completed application and proof of payment of the \$500 registration fee to the office of the Director General.
6. Check the status of your appointment on our website or at the Ministry headquarters, Notaries Section.

Full Names:		DATE OF REQUEST:
STATE OF COMMISSION:	COMMISSION EXPIRATION DATE:	CURRENT REGISTRATION CERTIFICATE NUMBER:
BUSINESS ADDRESS:		CITY/TOWN:
BUSINESS PHONE:	EMAIL	

HISTORY

1. Within the last 10 years, have you been convicted of a felony or misdemeanor (including any time served/fees paid)?
2. Do you currently hold or have ever held a notary public commission in this or any other state: If yes, indicate State:
3. Have you ever had a notary commission in this or any other state? Revoked suspended cancelled

Please explain below:

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DECLARATION

I hereby certify that I am 18 years of age or older; a resident of Southwest State of Somalia or maintain a principal address in Southwest State of Somalia; am a Somali citizen or possess proof of legal presence; am able to read and write in the Somali, Arabic and English languages; am not currently incarcerated in a correctional facility or have served time during the immediate past ten years for a felony or misdemeanor offense in any state.

I solemnly affirm, under the penalty of perjury, that the information provided in this application is true, complete, and correct; that, if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, in accordance with the law.

I am a licensed attorney, I certify that I am in good standing in the Federal Republic of Somalia.

COMMISSIONER NAME:

SIGNATURE:

STAMP:

N.B

Sign your name as it will appear on all documents you notarize. Your signature must match your commission name printed above.

